

UTAH SKILL MATCH
RECRUITMENT PLANNING WORKSHEET

Please complete this information as part of the job analysis/recruitment planning process.

Agency: _____

Agency HR Rep: _____

Internal Recruitment: ☐ No ☐ Yes Division: _____

Bureau: _____

Position Title: _____ Position ID #: _____

Is position already vacant? ☐ No ☐ Yes If no, when is the incumbent leaving the
position? _____

Job ID #: _____ Schedule (B, AL, etc.): _____

Location (county): _____

Manager (hiring official): _____

Will this position be advertised? (newspaper, job bulletin, etc.) ☐ No ☐ Yes

What publication? _____

Salary (range): _____

Will salary be advertised? ☐ No ☐ Yes Source Code (if advertised): _____

Closing date: _____ Date needed to be filled: _____

Other information: _____
